



DISTRICT DEPARTMENT OF TRANSPORTATION

Serving with Integrity and Excellence

School Crossing Guard Manual

2011 -2012

DISTRICT DEPARTMENT OF TRANSPORTATION

School Crossing Guard Program



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Transportation Operations Administration
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Background

The Civilian School Crossing Guards were organized in accordance with provisions of Public Law 173, 83rd Congress, making appropriations for the Government of the District of Columbia for the fiscal year ending June 30, 1954.

That law included the following provisions for the Metropolitan Police: “Civilian Crossing Guards, including uniforms and equipment, at rates of pay and hours of employment to be fixed by Commissioners.”

In 2007, the program was transferred to the District’s Department of Transportation (DDOT). The number of guards in the crossing guard program has steadily increased to keep up with DC growth. The objective of the School Crossing Guard Program is to provide a safe pedestrian and bicycle environment for District of Columbia students’ en route to and from school.

This manual contains materials compiled from various resources available on best practices and industry standards to effectively develop, manage and operate a school crossing guard program. The references used in this manual are listed in the references section.

Role of a School Crossing Guard

School crossing guards play an important role in the lives of children who walk or bicycle to school. They help children safely cross the street at key locations. They also remind drivers of the presence of pedestrians. The presence of school crossing guards can lead to more parents feeling comfortable about their children walking or bicycling to school. While the primary role of a school crossing guard is to guide children safely across the street, children also remain responsible for their own safety. In this manner, a school crossing guard plays another key function—a role model helping children develop the skills necessary to cross streets safely at all times.

The primary responsibility of a school crossing guard is to help children safely cross the street as they walk or bicycle to and from school. A well-trained school crossing guard can help accomplish the following goals:

- Discourage children from behaving unsafely near traffic, such as darting into the street without looking or crossing against a traffic signal. A guard can encourage safe behavior by all pedestrians at the school crossing.

- Use existing gaps in traffic to help students cross safely. When the natural traffic flow does not allow enough time for children to safely cross a street, a guard may need to create gaps by stopping traffic temporarily. The guard stops traffic with hand signals or a STOP paddle, then verbally directs children to cross the street. A guard is always the first person in the street and the last person out of the street.

- Alert motorists that pedestrians are in the process of using the school crossing.

- Observe and report any incidents or conditions that present a potential safety hazard to the school children or the guard.

A School Crossing Guard should not direct traffic unless specifically trained as a Traffic Control Officer.

School Crossing Guards are Eyes on the Street for:

- Unsafe driver behaviors
- Unsafe pedestrian behaviors
- Unlawful parking
- Construction interfering with safe crossing
- Unsafe street conditions
- Damaged signs
- Poor visibility
- Suspicious activity
- Improper or Lack of Safety Belt or Bicycle Helmet Use

Qualifications of School Crossing Guards

School crossing guards should possess the following qualifications:

- Average intelligence;
- Good physical condition, including sight, hearing, and mobility;
- Mental alertness;
- Neat appearance;
- Good character;
- Dependability; and
- Sense of responsibility for safety of students.

Uniforms for School Crossing Guards



Adult crossing guards should be uniformed so that road users and pedestrians can recognize them and respond to their signals. The uniforms should be distinctively different from those worn by regular law enforcement officers.

School crossing guards shall wear high-visibility retro-reflective safety apparel labeled as ANSI 107-1999 standard performance for Class 2 as described in Section 6E.02 of the Manual on Uniform Traffic Control Devices (MUTCD) (listed below.) This enhanced visibility allows motorists and pedestrians to see the guard and the signal the guard presents more clearly.



Manual on Uniform Traffic Control Devices (MUTCD) Section 6E.02 High-Visibility Safety Apparel

Standard:

For daytime and nighttime activity, flaggers shall wear safety apparel meeting the requirements of ISEA “American National Standard for High-Visibility Apparel” (see MUTCD Section 1A.11) and labeled as meeting the ANSI 107-1999 standard performance for Class 2 risk exposure.

The apparel background (outer) material shall be either fluorescent orange-red or fluorescent yellow-green as defined in the standard. The retro-reflective material color shall be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors, and shall be visible at a minimum distance of 300 m (1,000 ft). The retro-reflective safety apparel shall be designed to clearly identify the wearer as a person.

Equipment for School Crossing Guards

The MUTCD recommends that a school crossing guard use a STOP paddle as the primary hand-signaling device. States and local governments address hand-signaling devices in a variety of ways. Some jurisdictions require the use of a STOP paddle, others recommend its use, and yet others recommend its use in conjunction with hand-signals. If a STOP paddle is used, the MUTCD sets guidelines on the shape, size and design of the paddle. Other pieces of guard equipment include gloves, a hat and a whistle. Wearing a hat gives a guard a more official appearance and can enhance his or her visibility, as well as protect the guard from the sun, cold, and rain. Whistles may help a guard gain the attention of children at noisy intersections.

If a guard is equipped with two-way radios or cell phones, they must be used only in emergencies. A guard should never answer the phone or radio while crossing children. In fact, some agencies prohibit cell phones to avoid distractions.

A school crossing guard should not use old, defaced or worn out STOP paddles or safety vests that are no longer reflective or that have faded.

School crossing guards should not direct traffic in the usual law enforcement regulatory sense. In the control of traffic, they should pick opportune times to create a reasonably safe gap. At these times, they should stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop.

School crossing guards should use a STOP paddle. The STOP paddle should be the primary hand-signaling device.



Manual on Uniform Traffic Control Devices (MUTCD) Section 7E.05

Standard:

The STOP paddle shall be an octagonal shape. The background of the STOP face shall be red with at least 150 mm (6 in) series capital white letters and border. The paddle shall be at least 450 mm (18 in) in size and have the word message STOP on both sides. The paddle shall be retroreflectorized or illuminated when used during hours of darkness.

Option:

The STOP paddle may be modified to improve conspicuity by incorporating red or white flashing lights on both sides of the paddle. The red or white flashing lights may be arranged in any of the following patterns:

- A. Two red or white lights centered vertically above and below the STOP legend;
- B. Two red or white lights centered horizontally on each side of the STOP legend;
- C. One red or white light centered below the STOP legend; or
- D. A series of eight or more small red or white lights no larger than 6 mm (0.25 in) in diameter along the outer edge of the paddle, arranged in an octagonal pattern at the eight corners of the STOP paddle. More than eight lights may be used only if the arrangement of the lights is such that it clearly conveys the octagonal shape of the STOP paddle.
- E. A series of white lights forming the shapes of the letters in the legend.



Manual on Uniform Traffic Control Devices (MUTCD)
Section 7E.05

Standard:

If flashing lights are used on the STOP paddle, the flash rate shall be at least 50, but not more than 60, flash periods per minute.

Standard Operating Procedures

Recommended procedures are described below for an adult school crossing guard to follow when crossing children in a variety of traffic situations. The information was compiled from the Arizona Handbook for Adult School Crossing Guards, the Florida School Crossing Guard Training Guidelines and the North Carolina School Crossing Guard Program: Training Manual (See Resources at end of this document for further information.)

Procedures are described for guards in situations at unsignalized crosswalks and signalized crosswalks, when two or more adult school crossing guards are needed, and when an emergency arises. Some intersection configurations, including T-intersections, roundabouts or free-flow right turn lanes, require that the local committee consider these unique situations when establishing the procedure for crossing children.

In every situation, a guard uses the proper search pattern for crossing a street and encourages student pedestrians to follow these safety steps. This pattern is:

1. Stop at the curb or edge of the street.
2. Look left, right, then left again for traffic.
3. Look over the shoulder for possible turning vehicles if the pedestrian is standing at an intersection.
4. Walk directly across the street at a consistent pace and continue scanning the street while crossing the street.

For stopping motorists, the MUTCD recommends that an adult school crossing guard use a STOP paddle as the primary hand-signaling device. However, many jurisdictions around the country allow guards to use clearly delivered hand signals, alone or in conjunction with the STOP paddle, to alert traffic to activity at school crossings. The proper hand signal for a guard to alert and stop traffic requires a guard to raise his or her arm forward and toward traffic, and parallel to the ground with the palm and fingers flexed upward. The use of hand signals requires a higher level of training than the use of STOP paddles, and guards using hand signals will benefit from wearing white or bright orange gloves to attract drivers' attention.

An Unsignalized Crosswalk

At unsignalized crosswalks, it is the responsibility of the crossing guards to determine when children cross based on gaps in traffic flow. A guard who is assigned to an unsignalized crosswalk on an undivided street should:

- Stand near the curb or edge of the street, on the side from which children are approaching.
- Stop children a safe distance back from the curb or edge of the street, or behind a “stand-back” line (see bottom photo). Instruct children to cross only on the guard’s signal.
- Teach children who approach a crossing on a bicycle, scooter, or skateboard to dismount and push the bicycle or scooter or carry the skateboard across the street as a pedestrian.
- A guard enters the street in the following sequence:
 1. Wait for a gap in traffic on the guard’s side of the street
 2. Face the closest oncoming traffic and make eye contact with the approaching drivers.
 3. Walk to the center of street with the STOP paddle held high. If not using a STOP paddle, walk to the center of the street with an arm raised toward traffic and parallel to the ground with the palm and fingers extended upward.
 4. Where there are more than two lanes, enter the street and alert the traffic one lane at a time.
 5. Face opposite approaching traffic and make eye contact with those drivers.
 6. Stand on the crosswalk line close to the center of the street and make sure that all traffic has stopped, including any turning vehicles.
 7. Face the intersection.
 8. Verbally instruct the children to cross and tell them to look left-right-left while crossing and proceed across the street within the marked crosswalk.
 9. Do not allow any cars to cross the crosswalk until all the students have crossed.
 10. Remain in the center of the street until the last child reaches the opposite side of the street.
 11. Walk to the curb or edge of the street with the STOP paddle and/or stop-arm held high the entire way. When back at the curb or edge of the street, lower hand(s) and allow traffic to flow again.

12. Remain near the curb or edge of the street for the next group of children to assemble.

A Signalized Crosswalk

A variety of traffic and pedestrian signals are found at signalized crosswalks including traffic signals with standard pedestrian signal heads and, in some locations, traffic signals with pedestrian countdown signals which show pedestrians how much crossing time remains. Signalized crosswalks may also have pedestrian pushbuttons which are electronic buttons used by pedestrians to change the traffic signal timing. An adult school crossing guard should be trained in the proper use of the signal at the crossing where he or she will work.

In general, a guard stands in the center of the street while students cross the crosswalk. If the signal's timing is too short to allow this approach, however, the local committee should take steps to remedy the situation. For example, more guards could be assigned to the crosswalk, more time could be added to the signal or the guard could escort the students across the entire street and return to his or her original starting position on the next signal cycle. If a guard escorts students across the entire street, the guard must instruct the other children to wait until he or she returns before crossing.

A guard who is assigned to signalized crosswalks has this sequence to follow:

- Stand on the side of the street from which children are approaching. If there is a pedestrian push button, push the button for a WALK signal.
- Group children a safe distance from the curb or edge of the street or behind the “stand-back” line. Instruct children to cross only at the guard’s signal.
- Teach children who approach a crossing on a bicycle, scooter, or skateboard to dismount and push the bicycle or scooter or carry the skateboard across the street as a pedestrian.
- Enter the street in this sequence:
 1. Enter the street only with a WALK signal, and the STOP paddle or stop-arm held high. Stand on the crosswalk line closest to the intersection.
 2. Face oncoming traffic and make eye contact with drivers who are attempting to turn.
 3. Verbally instruct the students to begin their search (left, right, left and over their shoulders, for turning traffic) and cross when safe.
 4. Tell the students to continue walking if the signal changes to flashing “DON’T WALK”, but do not allow children to start crossing at this time. Help students learn that a flashing “DON’T WALK” signal means Don’t Start.
 5. Wait for children to reach the opposite side of the street.

6. Return to the curb or edge of the street with your STOP paddle or stop-arm held high. After reaching the curb or edge of the street, a guard can lower his or her hand(s) and allow traffic to flow again.

When Two or More Adult School Crossing Guards are Needed

For signalized or unsignalized crossings with four or more lanes, experts recommend using two school crossing guards working in unison, with one guard positioned on each side of the street. Each guard stands on the crosswalk line closest to the approaching traffic for his or her half of the street and between the approaching traffic and the students.

A team of two or more guards should be assigned to school crossings at divided streets to help children cross safely. One guard stops one stream of traffic while the other guard stops traffic in the opposite lanes. In order to coordinate signalizing, the guard on the side of the street from which children are approaching makes the decisions, with the second guard taking his or her cues from the first guard. Guards should not cross students during the protected left turn signal when the DON'T WALK signal flashes and ensure that all right-turning vehicles yield while students are crossing.

More than two guards may also be needed at an intersection of two major arterial streets where children must cross two or more legs of the intersection.

When an Emergency Situation Arises

During a guard's duty, emergency situations, such as a sudden illness or an injury due to a crash, may occur near the school crossing. In the case of an emergency, a guard must stay at his or her post, keep control of the situation, and use the following basic procedure to ensure the children's safety:

1. Stop crossing the children.
2. Group the children away from the street to maintain control.
3. Remain at the assigned post with the children
4. Ask several people to call 911.
5. Do not move the victim, unless the victim is in serious and immediate danger of being struck by another vehicle.
6. Use a vehicle to block the crash victim from traffic, if necessary. The vehicle should be positioned a distance away from the victim to provide protection from other vehicles but, if struck would not endanger the victim or rescue workers.
7. Always notify the supervisor as soon as possible of any emergency that occurred.

STANDARD OPERATING PROCEDURES

When fire trucks, ambulance or other emergency vehicles approach the crossing with emergency lights and sirens in use, the guard keeps children out of the street and a safe distance away from the crossing until the emergency vehicles have passed.

Ideally, a guard should take a first aid short course and a CPR class offered by the Red Cross or the local Fire Department to learn the best way to respond to an emergency situation.

Requesting Scheduled Annual and Sick Leave

All employees should follow established rules and regulations established by the District of Columbia to request scheduled annual and sick leave.

Scheduled leave requests must be accompanied by a complete SF-71 (Request for Leave Form) and should be approved by the appropriate supervisor or manager prior to taking the requested leave. Supervisors/Managers must approve/deny leave in accordance with the District Personnel Manual (DPM), chapter 12.

The employee shall be responsible for

- Completing a leave request and submitting it to the appropriate supervisor or manager for approval at least 24 hours prior to taking the requested leave.
- When calling out, make sure you call 2 hours prior to your tour of duty @ 671-2650
- Leave requests should not be left in an open unattended area (approved or not approved)

1268 ABSENCE WITHOUT LEAVE

1268.1- An absence from duty that was not authorized or approved, or for which a leave request has been denied, shall be charged on the leave record as —absence without leave (AWOL). The AWOL action may be taken whether or not the employee has leave to his or her credit.

1268.2 - An agency head is authorized to determine whether an employee should be carried as AWOL.

1268.3 Pay shall be withheld for the entire period of AWOL.

1268.4 If it is later determined that the absence was excusable, or that the employee was ill, the charge to AWOL may be changed to a charge against annual leave, compensatory time, sick leave, or leave without pay, as appropriate.

1268.5 An employee shall not be required to perform duties during the period of the AWOL charge.

1229 ANNUAL LEAVE, SICK LEAVE, LEAVE WITHOUT PAY, AND ABSENCE WITHOUT LEAVE—GENERAL

1229.1 The minimum charge for annual leave, sick leave, leave without pay, and absence without leave shall be one (1) hour, and additional charges shall be in multiples thereof.

1229.2 Scheduled leave (annual, sick, or leave without pay) shall be leave that is requested, approved, and scheduled prior to the end of the workday immediately preceding the day of such leave.

Call-Out / Reporting Late Procedures

- When calling out Guards must give their full name, assigned post, what type of leave requested their district and a contact number.
- When calling out, make sure you call 2 hours prior to your tour of duty@ 671-2650.
- If reporting late all guards must call 671-2650 to notify management of your actions and inform us to what leave you are requesting.
- Unscheduled leave will be recognized as sick leave or leave without pay.
- When leaving a message on the voice mail you should leave **all** of the following:
 1. Identify yourself (*your first and last name*)
 2. The district in which your post is in (1st, 2nd, 3rd, 4th, 5th, 6th or 7th)
 3. Your post (*the intersection you work at*)
 4. Whether you are going to be out for the am tour, pm tour, or all day
 5. The type of leave you are taking (**scheduled or unscheduled sick, scheduled or unscheduled annual**). NOTE: ***Please read the Section 1229 below to review the leave policies from the District of Columbia Personnel Manual.***
 6. State a clear justification as to why you are calling out
 7. Leave a contact number where you can be reached if needed

Cold Weather Policy

During severe weather (winter-32 degrees or below) or (summer-when there is a **Code Red Alert**) guards are allowed to take temporary shelter no longer than 5-10 minutes upon notifying their lead guard who in turn will notify the district supervisor.

Shelter- a structure or building that provides cover from weather or protection against danger.

If unable to contact your lead guard contact a supervisor:

Winston Fryer- #439 (202-369-5881)
Lajuan Simpson # 8076 (202-423-6545)
Nettina Wren # 2328 (202-907-7196)
Dena Thweatt- #1320 (202-907-7078)

No employee should be sitting in vehicles or in buildings while children are present.

DDOT policy for replacing lost or damaged equipment

If any equipment is lost or stolen, employees must obtain a police report to have the item replaced. If the report states that the item was lost, the employee must pay the list price to have the item replaced.

Damaged equipment will be replaced once the employee returns the damaged item.

Lead Guard Daily Procedures

Start time: 6am (Report to the Reeves'center, pick up the call out sheet if available and reserve a fleet vehicle or use assigned vehicle if available.)

Patrol district: 7:00am- 9:30am (Lead guards patrol assigned districts)

Break: 9:30-1:30pm

Patrol district 1:30pm- 4pm (Lead guards patrol assigned districts) Lead guards are to verify morning call outs upon their return from the field and other as assigned duties.

Identifying Crossing Guard Posts

The Manual on Uniform Traffic Control Devices (MUTCD) provides some general federal guidance on how to determine the need for a school crossing guard at a particular location. School crossing guards should be assigned to school crossings only after the need is established. Consistently applied local criteria allow a community to provide guard service where schools need them the most. No set of guidelines, however, can cover all the unique conditions that may exist. There are times when traffic engineering judgment is needed to determine when and where an adult school crossing guard should be used.



Manual on Uniform Traffic Control Devices (MUTCD)
Section 7E.05

Standard:

School Crossing Guards normally are assigned where official supervision of school pedestrians is desirable while they cross a public highway, and at least 40 school pedestrians for each of any two hours (not necessarily consecutive) daily use the crossing while going to or from school.

Option:

Adult crossing guards may be used under the following conditions:

1. At uncontrolled crossings where there is no alternate controlled crossing within 180 m (600 ft); and
 - a. In urban areas where the vehicular traffic volume exceeds 350 during each of any two hours (not necessarily consecutive) in which 40 or more school pedestrians cross daily while going to or from school; or
 - b. In rural areas where the vehicular traffic volume exceeds 300 during each of any two hours (not necessarily consecutive) in which 30 or more school pedestrians cross daily while going to or from school.

Whenever the critical (85th percentile) approach speed exceeds 64 km/h (40 mph), the guidelines for rural areas should be applied.

2. At stop sign-controlled crossing:

Where the vehicular traffic volumes on undivided highways of four or more lanes exceeds 500 per hour during any period when the school pedestrians are going to or from school.

3. At traffic signal-controlled crossings:

- a. Where the number of vehicular turning movements through the school crosswalk exceeds 300 per hour while school pedestrians are going to or from school; or
- b. Where justified through analysis of the operations of the intersection.

Considerations for School Crossing Guard Placement

Information to consider when identifying guard placement includes:

The age of the students who are crossing

Generally, younger children need more assistance than older children because they have a more difficult time judging the speed and distance of approaching vehicles and may be tempted to cross during an unsafe gap.

The width of the street and the number of lanes of traffic students must cross

Wide streets with multiple lanes of traffic typically require the use of two or more adult school crossing guards.

The sight distance at the crossing

These conditions are measured from the student's and driver's perspectives and for actual vehicle operating speeds. Sight distance can be affected by temporary obstructions, such as parked vehicles and piled snow near the crossing.

Safe gaps in traffic

Are the gaps long enough and frequent enough to allow safe crossing opportunities? The ITE "School Trip Safety Program Guidelines" (See Resources) states that on the average, at least one adequate gap should occur each minute to allow for children to cross without undue delay or risk. However, other factors, such as volume of child pedestrians or pedestrian groups should also be considered when determining the need for adult school crossing guards or other traffic control. If traffic volumes during crossing hours do not correspond to enough safe gaps, some method to interrupt traffic should be considered, such as a crossing guard or traffic signal.

Presence of traffic control devices, including traffic signals, signs and pavement

If present, are the traffic controls sufficient? For example, a signalized intersection at a school crossing location should have WALK/DON'T WALK signals, and a pedestrian push button may

also be appropriate. Guards and students should be properly trained on traffic signals relative to safe street crossings.

The speed of vehicles at the crossing

Vehicles that travel faster require greater stopping distances, and younger children have more difficulty than adults judging the speed of a fast-approaching vehicle.

Volumes of traffic and pedestrians

Local transportation planning or engineering departments can provide or help collect these data. Vehicle counts may be readily available, but pedestrian counts will likely need to be made during this process. The number of students currently using pedestrian facilities as well as the projected pedestrian demand based on school demographics should be determined.

The attendance boundary and walk zone for each school

The distances that walk zones extend from schools as well as policies regarding the provisions of bus service differ among states and communities. Both can impact the number of children walking to school and the routes they take.

The distance the crossing is from a school and the type of adjacent land use

A crossing in close proximity to a school within a residential neighborhood may attract more student pedestrians than, for example, a crossing located further from a school surrounded by non-residential land uses.

Crash history of the crossing.

The number, type and time of day that each crash occurs at a specific location should be recorded and analyzed.

Best Practices for School Crossing Guard Placement

Some of the best practices for identifying criteria for school crossing guard placement are listed below.

California Criteria for the Placement of School Crossing Guards

The State of California provides criteria for the placement of adult school crossing guards in the MUTCD 2003, California Supplement. School crossing guards normally are assigned where at least 40 school pedestrians over the course of two hours each day cross a public highway on the way to or from school. Guards also should be considered when special situations make it necessary to assist elementary school pedestrians in the crossing the street.

In some cases, a change in the school crossing location is underway, but prevailing conditions require crossing supervision until the change is completed, so a guard should be considered. Additional criteria are provided for specific situations, including uncontrolled crossings, stop sign-

controlled crossings and traffic signal-controlled crossings. The criteria are based on vehicular traffic volume, vehicle speed and the number of vehicular turning movements

Arizona Requirements for the Placement of School Crossing Guards

Arizona State Law (ARS Section 28-797-D) mandates an adult school crossing guard at a yellow 15 mph school crosswalk if the school crosswalk is not adjacent to the school site. These guards are employed by the school district. Adult school crossing guards are recommended, but not required, by state law at 15 mph school zone crossing that are adjacent to the school site. These guards may be either employed by the school district or be volunteers, who have been trained and approved by the school district. (Traffic Safety for School Areas Guidelines, ADOT)

The City of Phoenix requires adult school crossing guards for elementary school crossings on busy collector streets and arterial streets. In some cases, two guards may be recommended. At white-painted crosswalks and signalized crossings, guards can be recommended using a method based on observation and engineering judgment using specific criteria such as street classification and the age of students.

Training

To make it possible to offer uniform training to school crossing guards, DDOT has hired a District School Crossing Guard Administrator/Trainer to develop and offer a 12-hour training course to all crossing guard trainers.

It is recommended that each agency of 50 guards or less send two trainers to the course. For agencies with more than 50 guards, one additional trainer should be trained for each 25 additional guards. In this course, agency crossing guard administrators/trainers will be given important background information and also be trained to present each of the topics required by the guidelines. Training courses are offered on a regular basis at the DDOT District 5 office.

As soon as trainers have been trained and certified, they should begin conducting local training courses in accordance with the guidelines. Only certified trainers shall conduct training courses for school crossing guards to provide uniform training to their guards. However, to add variety and interest to the crossing guard training course, the trainer may wish to invite outside experts to enhance their training.

School Crossing Guard Training

DDOT shall hold a training course at least once a year, preferably just before the start of the school year. If a large turnover of guards is experienced the training course should be scheduled more often.

The DDOT certified crossing guard trainer shall conduct a training course consisting of a minimum of four (4) hours of classroom instruction, two (2) hours of instruction in the field at a real or simulated intersection without children present, and two (2) hours of supervised work at the guards primary post with children present. When a guard is moved to a new post, on-site training shall be given at the new post.

All school crossing guards shall be trained in the skills that they need to perform their job before being assigned to actual duty. All crossing guards must successfully complete the four-hour classroom instruction and the two-hour in-the-field instruction prior to the beginning of the school year.

The guard will be issued a certificate once he or she has passed the on-site observation. The classroom portion must be passed with at least a 75% grade on the post-test. The Performance Checklist (See Appendix for checklist) must be passed with 100% accuracy before leaving the in-the-field training portion of the training course. The Performance Checklist will also be used with

TRAINING

the on-site observation by the supervisor, and must be passed with 100% accuracy by the second observation. If there are items on the checklist that still need work after the first observation, a second observation should be scheduled within two weeks, with 100% accuracy required. Anyone who does not meet these performance standards shall be suspended until he or she has successfully completed the standards, or terminated.

All guards who are hired after the training course has been held must receive a minimum of six hours of supervised work at their primary post or a combination of six hours of classroom training and supervised work with a certified trainer before working the post alone. This applies to full-time guards and substitutes. DDOT suggests that substitutes train at all posts at which they may be working. All guards shall be retrained annually. This retraining will include a minimum of two hours of supervised work. The task force recommends that all guards complete the entire training course annually.

Agencies shall not use untrained guards. If community service officers, code enforcement officers, traffic control officers or other types of employees are used as substitutes on a regular basis, they shall be trained along with the full time guards. Although these people may be experts in vehicular traffic control, it is very important that they receive the additional training on working with children and understanding how children interact with traffic. Certified law enforcement officers should also be encouraged to attend the training.

Each certified trainer shall send to the District School Crossing Guard Program Administrator/Trainer a copy of the performance checklist for each guard who has successfully completed all training. The Administrator/Trainer will then send the local trainer the proper number of state certificates for completion and signature at the local level. The same process shall be followed after the annual retraining of crossing guards, to receive proof of recertification. Any training done between January 1 and the beginning of the following school year shall be accepted as training for the following school year. Any training done after the beginning of the school year through December will only be accepted for that school year. For liability purposes, it is important for the crossing guard supervisor to retain copies of the annual training records and annual performance evaluations.

Organizations with responsibility for training school crossing guards should provide for implementation expenses in their annual budget. These include the expense of paying each guards salary during the training period, plus paying the salary of one or more trainers.

DDOT strongly recommend that each prospective crossing guard be given a basic physical examination, including agility, blood pressure, vision and hearing tests. This type of basic physical examination is given by walk in medical centers. If these steps are not taken, the employing agency may be liable if the guard becomes ill on duty. We also strongly recommend that a criminal background check be made on each prospective crossing guard. If these steps are not taken, the employing agency may be liable if a guard with a criminal background abuses a child. Passing the basic physical and the criminal background check should be listed as conditions for employment.

TRAINING

The 6-hour in-service training program for school crossing guards shall consist of 4 hours of classroom instruction and 2 hours in-the-field training.

The major function of adult crossing guards is to help students cross the street safely and correctly. It is important that this responsibility be carried out properly. The second part of the training for school crossing guards is a minimum of two hours of on-the-job training at various intersection locations or simulated intersection types. At the time of the training, if the guard knows the intersection he or she will be assigned to, the training agency might decide to do the training at the actual intersection so that all elements of the task can be practiced.

Each intersection presents unique situations and this type of training allows the guard to be comfortable and competent in a variety of situations, in case there is a need to move him/her to a new location during the school year.

The procedures described below shall be practiced during the in-the-field training, which shall be given each year. Before the guard leaves the in-the-field training, he/she shall pass the performance checklist with 100% accuracy.

Every prospective guard should undergo a basic physical examination and criminal background check. A guard should have good vision, hearing and mobility, be able to stand for long periods of time outdoors and to communicate well with others.

It is critical that a guard can communicate clearly with the children he or she supervises at the crossing. If a guard cannot adequately read or understand English, training materials must be provided in a language in which the guard is proficient. Ideally, a guard should have good English language skills.

School crossing guard training is an essential step to help insure that the guard is performing properly. Training should be extended to substitute guards as well as those who supervise the crossing guards. Training methods include both classroom instruction and field exercise and should address:

- The basic traffic laws of the community
- School zone signage and pavement markings
- Proper use and purpose of traffic signs and signals
- Methods of signaling drivers and taking advantage of traffic gaps
- Crossing procedures and ways to teach them to children
- Site-specific traffic factors and potential traffic hazards
- Professional work responsibilities, including agency rules and regulations, who the guard's supervisor is, the proper chain of command and legal aspects of the job
- Proper attire and behavior to remain safe and to project a positive public image. For example, while on the job, a guard should not wear clothing that is in poor taste or that promotes alcohol, tobacco or similar products. Also, a guard should not carry

TRAINING

or use tobacco products or use foul language. School crossing guards project a positive public image and serve as a role model for children. Proper use of safety equipment

- The safety issues and limitations of children as pedestrians
- Procedures for crashes involving adult school crossing guards and children on their way to or from school
- Emergency procedures

Protecting the health and welfare of the guard while working, including topics such as proper attire to increase visibility, the need for hydration, sun protection, bee sting treatment and how to respond to threats from loose dogs.

Understanding Pedestrian Traffic Signal Heads

Pedestrian signal heads provide information to control pedestrian traffic. Chapter 4E of the MUTCD lists the meaning of pedestrian signal indicators.

A steady WALK (walking person) signal means that a pedestrian facing the signal may start to cross the street.

A flashing DON'T WALK (upraised hand) signal means that a pedestrian shall not start to cross the street, but that any pedestrian who has started to cross shall finish crossing.

A steady DON'T WALK (upraised hand) signal means that a pedestrian shall not enter the street.

Deployment Plan

The School Crossing Guard Program, headed by Ms. Dena Thweatt, supports a staff of 183 crossing guards (as of August 4, 2011). The program supports a total of 100 schools with 25 private and charter schools with an estimated attendance of 30,092 students. The program's management team consists of Winston Fryer, Lajuan Simpson for the AM, Ms. Nettina Wren for the PM and the program's Management Analyst is Ms. Danielle Young. The tour of duty for all crossing locations are from 7:00am to 9:00am and 2:00pm to 4:00pm.

The program has 183 planned crossing posts at 100 schools over all seven police districts. The table below shows the number of School Crossing Guard posts by district.

DISTRICT	1	2	3	4	5	6	7	TOTAL
NUM OF SCG POSTS	26	16	25	25	25	32	34	183
VACANT	4	5	11	2	7	8	5	42

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

School Crossing Guard Posts

The table below lists the locations of each crossing guard post, the crossing guard assigned to that post, the associated School being served and the relevant police district.

NAME	SCHOOL/INTERSECTIONS	Supervisor	DISTRICT	SUPERVISOR
Eric Thorpe	Amidon/Bowen-4 TH & I St. SW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Darrell Wilkinson	Amidon/Bowen-M St & Delaware Ave. SW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Patricia Morton	Amidon/Bowen-1 St & M St. SW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Ameka Walker	Amidon/Bowen- 3 rd & K St. SW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	Supervisor or Lead	DISTRICT	SUPERVISOR
Darlene Clark	Blow DCPC-19 th & Benning Rd. NE (PCS)	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
James Hunter	Blow DCPC-19 th & Constitution Ave. NE(PCS)	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Jennifer Blount	Brent-3 RD & North Carolina Ave. SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Vacant	Friendship Public Charter-13 th & Potomac Ave. SE (PCS)	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Vacant	Friendship Public Charter-9th & Potomac Ave SE(PCS)	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	Supervisor or Lead	DISTRICT	SUPERVISOR
Emma Royster	J.O Wilson- 7 th & K St. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Alfreda Brooks	Ludlow-Taylor-6 th & G St. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Phyllis Johnson	Maury-13 TH & Const. Ave. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Sharon Pyles	Miner-17 th & Gales St. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Kim Cook	Miner -17 th & E St. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	Supervisor or Lead	DISTRICT	SUPERVISOR
Tracey Carter	Miner -15 th & Tenn. Ave. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Darlene Reeder	N J & M St. SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Maurice Gatling	Payne-15 th & C St. SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Antoinette Millard	Peabody- 5 th & C St. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Vacant	Tyler-6 TH & G St. NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	Supervisor or Lead	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Monica Williams	Tyler-11 th & G St. SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Mary Scott	Tyler-12 th & G St. SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Lateasa Hill	Walker Jones/RH Terrell-1 st & Pierce St. NW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Chiquita Mills	Charter- 13 th & Penn. AVE SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Alicia Davis	Walker Jones/RH Terrell-1 st & NY Ave. NW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Melissa Thomas	Walker Jones/RH Terrell-1 ST & M St. NW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Charles Butler	Payne -14 th & Kentucky Ave SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	Supervisor or Lead	DISTRICT	SUPERVISOR
Danyelle Black	Walker Jones/RH Terrell-NY & NJ Ave. NW	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Wilhelmina Malone	Watkins-12 th & E St. SE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Mary Dixon	-19 th & E ST NE	Faye Wright	1	AM: Lajuan Simpson PM: Winston Fryer
Brendella Greely	Eaton-34 th & Lowell St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Stacey Harvey	Hardy Middle School-34 th & Wisc. Ave. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Geraldine Daniels	Hyde-Potomac St & O St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Brenda Queen	Key- Mc Arthur Blvd. & Dana Pl. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Edward Hall	Lafayette-Broad Branch & Oliver St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Barbara Corley	Janney- Wisc. Ave & Albemarle St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Gwendolyn Robinson	Oyster /Adams-Calvert St. & 39 th St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Vacant	Janney-Wisc. Ave & Albermarle St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Machelle Grantt	Mann-44 th St. & Newark St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Kia Cabos/	Murch-Conn. Ave & Nebraska Ave. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Kumlachew Belete	Janney-42 nd & Albemarle ST NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Darren Warren	Murch-Conn. Ave & Davenport St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Francine Gray	Murch-37 th St & Tilden St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Tonya Lewis	Oyster /Adams-Calvert St. & 29 th St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Phyllis Jordan	Murch-Reno Rd. & Davenport St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Thomas Tate	Ross-N.Hampshire Ave & R St. NW	Lajuan Simpson	2	AM: Lajuan Simpson PM: Winston Fryer
Annie Perry	Adam -19 th & California St. NW	Arletta Williams	3	AM: Lajuan Simpson PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Daniel Wilder	Lincoln/Bell- 16 th & Park Rd NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Vacant	Adam-18 th & California St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Vacant	Bancroft-18 th & Newton St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Felicia Jackson	Bancroft-Mt. Pleasant & Newton St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Barbara Blakeney	Booker T. Washington charter School-14 th & Florida Avenue NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Vacant	Cleveland -7 th & T St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Natalie Jackson	E.L. Hayes-Georgia Ave. & Otis Pl. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Rhonda Pratt	Garnett-Patterson-10 th & U St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Ronald Burrell	Garrison -13 th & S St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Odessa Grant	Garrison-11 th & S St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Vacant	Garrison-8 th & S St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Vacant	Kipp-New Jersey Ave & P St. NW(PCS)	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Arthur Bullock	Meyer-15 th & Irving St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Kimberly Coreas	Meyer/Lincoln-Irving & Hyatt Pl. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Carolyn Smith	Meyer-Mozzark Pl. & Columbia Rd. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Gloria Lassiter	Park View-Warder & Newton St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Sha'Tonya Nicholson	Park View- Warder & Newton St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Kim Smith	Park View-Warder & Otis Pl. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Aisha Thomas	Booker T Charter-13 th V StNW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Lolita Morgan	Seaton -10 th & Rhode Island Ave. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Nicole Wade	Seaton-9 th & P St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Lortrice Watkins	Thomson-12 th & Mass. Ave. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Antonio Morrobel	Thomson-11 th & Mass. Ave. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Theresa Johnson	Thomson-12 th & L St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Moses Brown	5 th & P ST NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Patricia David	Tubman-13 th & Kenyon St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
Gregory Harrod	Tubman -13 th & Irving St. NW	Arletta Williams	3	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Milton Blount	Academy De Larceta Porta- Georgia Ave & Juniper St. NW(PCS)	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Alice McPhatter	Amos PCS/Mcfarland-Georgia Ave & Allison St. NW(PCS)	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	Amos PCS/Mcfarland -Georgia Ave & Allison St. NW(PCS)	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Rochelle Wiley	Amos PCS/Macfarland MS-13 TH & Allison St. NW(PCS)	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Jacqueline Brown	Barnard-5 th & Decatur St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Mary L Smith	Barnard-Kansas Ave. & Decatur St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Pamela Hodo Wright	Brightwood-13 th & Missouri Ave. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	Brightwood-Georgia & Missouri Ave. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Bonita Anderson	Brightwood-14 th & Military Rd. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vera Simon	Brightwood-13 th & Nicholson St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Shirley Anthony	CAPCS-Riggs Rd. & Rock Creek Church Rd. NE(PCS)	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Barbara Crosby	Clark/Barnard-8 th St. & Kansas Ave. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	Clark/Barnard-4 th & Crittenden St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	Clark/Barnard-Kansas Ave & Chillim Rd NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Sheila Walker	Lasalle-Riggs Rd. & Nicholson St. NE	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	Nativity-Georgia Ave.& Peabody St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Lonnie Watson	Powell-13 th & Upshur St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Larry Wyder	Powell-14 th & Upshur St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Tomorrow Hall	Raymond-14 th & Spring Rd. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Charles Patterson	Raymond-13 th & Spring Rd NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Gina Porter	Raymond-10 th & Spring Rd. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	Raymond-New Hampshire Ave. & Spring Rd. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Milton Blount	Shepard-14 th Kalmia Rd. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	Takoma-Piney Branch Rd. & Cedar St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Tan Eka Sharpe	Truesdale-8 th & Ingraham St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Janette Brown	Truesdale-9 th & Kennedy St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Felicia Allen	Truesdell-Illinois Ave. & Ingraham St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Pauline Peterson	West-13 th & Gallatin St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Vacant	West-14 th & Gallatin St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Reuben Abouyewa	Wittier-5 th & Sheridan St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	Wittier-5 th & Decatur St. NW	Marie Brown	4	AM: Nettina Wren PM: Winston Fryer
Barbara Dotson	Brookland @Bunker Hill-14 th & Taylor St. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Yugenia Rogers	Brookland@Bunker Hill-14 th & Michigan Ave. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Robbin Ward	Burroughs-18 TH & Monroe St. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Louise Davis/Rockelle Smith	Charles Young-26 th & Benning Rd. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	City Public/Wheatley-W.Virginia & Florida Ave. NE(PCS)	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Gloria Thomas	DC Prep-7 th & Edgewood St. NE(PCS)	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Makia Moten	Emery-Lincoln Rd. & T St. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Patricia Agee	Emery-3 rd & Rhode Island Ave NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Tina Paige	Emery/Hyde/McKinley- Florida Ave & Eckington Pl. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	Friendship Public Charter-S. Dakota & Carlton St. NE(PCS)	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Theresa Offutt	Friendship Public Charter-S. Dakota & Vista St. NE(PCS)	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Stephanie Durant	Langdon-20 th & Evarts St. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Michelle Wilson	Langdon-18 th & Evarts St. NE	Shezzell Graham	5	AM: Nettina Wren PM: Winston Fryer
Carol Pather-Wilson	Marshall-Fort Lincoln Dr. NE	Shezzell Graham	5	AM- PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Crystal Powell	Noyes-10 th & Franklin St. NE	Shezzell Graham	5	AM- PM: Winston Fryer
Diane Robinson	Noyes-10 th & Rhode Island Ave. NE	Shezzell Graham	5	AM- PM: Winston Fryer
Thomas Cunningham/Latarsha Middleton	Noyes-12 th & Rhode Island Ave NE	Shezzell Graham	5	AM- PM: Winston Fryer
Muriel Weathington	Noyes/DC Prep PCS-7 th & Franklin St NE(PCS)	Shezzell Graham	5	AM- PM: Winston Fryer
Micheal Ford	Noyes/DC Prep PCS-Brentwood & Saratoga Ave NE	Shezzell Graham	5	AM- PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	Shaed-4 th & Douglas St. NE	Shezzell Graham	5	AM-PM: Winston Fryer
Tara Jones	Emey-2 nd & Rhode Island Ave NE	Shezzell Graham	5	AM-PM: Winston Fryer
Vacant	Webb/Wheatley-Mount Olive Rd & W. Va Ave. NE	Shezzell Graham	5	AM-PM: Winston Fryer
Robert Edwards	Webb/Wheatley-Neal St. & Montello NE	Shezzell Graham	5	AM-PM: Winston Fryer
Saundra Carter	Webb/Wheatley-Trinidad & Neal NE	Shezzell Graham	5	AM-PM: Winston Fryer
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	Wheatley-Bladensburg Rd. & Oates NE	Shezzell Graham	5	AM- PM: Winston Fryer
Claudia Alvin	Aiton-49 th & Fitch St. NE	Mary Hillian	6	AM-PM: Nettina Wren
Carol Prather-Wilson	Arts & Technology Academy-53 rd & Blaine St. NE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren
Anthony Mattox	Arts & Tech/Kelly Miller-Division Ave. & Blaine St. NE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren
Warren Burton	Beers-36 th & Alabama Ave. SE	Mary Hillian	6	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Darryl Oden	Beers-Alabama Ave. & Penn. Ave. SE	Mary Hillian	6	AM- PM: Nettina Wren
Joshua Corrderro	Beers-38 th & Alabama Ave. SE	Mary Hillian	6	AM- PM: Nettina Wren
Nicole Holder	Benning-49 th & Sheriff Rd. NE	Mary Hillian	6	AM- PM: Nettina Wren
Laverne Jones-Bell	Burrville-Division & Burroughs Ave. NE	Mary Hillian	6	AM- PM: Nettina Wren
Darlene Jones	Burrville-Division Ave. & James Pl. NE	Mary Hillian	6	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Thomasine Garvin	CW Harris-53 rd & D St. SE	Mary Hillian	6	AM- PM: Nettina Wren
Demonte Wilson	Davis-Alabama Ave. & Hilltop Terr. SE	Mary Hillian	6	AM- PM: Nettina Wren
Vacant	Drew/Art Tech/Maya Angelo-55 th & E. Capital St. NE(PCS)	Mary Hillian	6	AM-PM: Nettina Wren
Lloydetta Bright	Drew-57 th & Eads St. NE	Mary Hillian	6	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Shunell Kenndy	Friendship Edison-Minnesota Ave. & Grant St. SE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Barbara Pinkney	Houston-49 th & Meade St. NE	Mary Hillian	6	AM- PM: Nettina Wren
Vacant	Houston/ Ron Brown/ Ideal-49 th & Hayes St. NE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren
Tameka Davis	Kelly Miller/Nalle-49 th & E. Capital St. SE	Mary Hillian	6	AM- PM: Nettina Wren
Rosalina Tymus	-46 th & Blaine ST NE	Mary Hillian	6	AM- PM: Nettina Wren
Raynette Rhodes	Kenilworth-44 th & Nash St. NE	Mary Hillian	6	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Lavette Avents	Kimball-Ely Pl. & Minnesota Ave. SE	Mary Hillian	6	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Sherri Bennett	Kimball-Anacostia & Ely Pl. SE	Mary Hillian	6	AM- PM: Nettina Wren
Earlene Bundy	Kipp Leap-Benning Rd. & H St. SE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren
Yetta Gray	Kipp Leap-Benning Rd. & 46th. SE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren
Vacant	Maya Angelo-56 th & E. Capital St. SE(PCS)	Mary Hillian	6	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Darlene Hinson	Nalle-50 th & C St. SE	Mary Hillian	6	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Deborah Williams	Orr-22 nd & Minnesota Ave. SE	Mary Hillian	6	AM- PM: Nettina Wren
Shirley Howe	Plummer-Texas Ave & C St. SE	Mary Hillian	6	AM- PM: Nettina Wren
Patricia Douglas	Randle Highlands-30 th & Pennsylvania Ave. SE	Mary Hillian	6	AM- PM: Nettina Wren
Vacant	Randle Highlands- 31 st & Pennsylvania	Mary Hillian	6	AM-PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Shaheda Brooks	Randle Highlands-30 th & R St. SE	Mary Hillian	6	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Anita Brabham	River Terrace-34 th & Dix St. NE	Mary Hillian	6	AM- PM: Nettina Wren
Vacant	Smothers-42th & Benning St. NE	Mary Hillian	6	AM- PM: Nettina Wren
Reacie Lindsay	Smothers-44 th & Clay St. NE	Mary Hillian	6	AM- PM: Nettina Wren
Sheila Spencer	Thomas-Anacostia Ave. & Hayes St. NE	Mary Hillian	6	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Kimya Cain	Winston/Stanton-30 th & Naylor Rd.	Mary Hillian	6	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	42th & Benning Rd. NE	Mary Hillian	6	AM- PM: Nettina Wren
Deirdre Humes	Winston/Stanton-Naylor& Erie St. SE	Mary Hillian	6	AM- PM: Nettina Wren
Cassandra Smallwood	Winston/Stanton-30 th & Erie St. SE	Mary Hillian	6	AM- PM: Nettina Wren
Vacant	Birney-MLK & Talbert St. SE	Mattie Redd	7	AM-PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Jean Rashid	Birney-MLK & Savannah St. SE	Mattie Redd	7	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Tamia Foster	Excel Academy-MLK & Howard Rd.SE(PCS)	Mattie Redd	7	AM- PM: Nettina Wren
Delva Dandridge	Excel Academy- MLK & Howard Rd SE(PCS)	Mattie Redd	7	AM- PM: Nettina Wren
Betty Rufus	Ferebee/Hope-8 th & Yuma St. SE(PCS)	Mattie Redd	7	AM- PM: Nettina Wren
Shontell Jackson	Friendship Public Charter-MLK & Milwaukie Pl. SE(PCS)	Mattie Redd	7	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Dovona Hensen	Garfield-Alabama Ave & Irving St. SE	Mattie Redd	7	AM-PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Delores Clark	Garfield-Alabama Ave. & 23 rd St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Constance Bost	Garfield-22 nd & Alabama Ave. SE	Mattie Redd	7	AM- PM: Nettina Wren
Pamela Adams	Green-Stanton Rd. & Mississippi Ave. SE	Mattie Redd	7	AM- PM: Nettina Wren
Leslie Butler	Green-15 th & Mississippi Ave. SE	Mattie Redd	7	AM-PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Constance Bost	Hendley-6 th & Chesapeake St. SE	Mattie Redd	7	AM-PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Danielle Hall	Hendley-4 th & Chesapeake St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Annette Lucas	Hendley- MLK & Danbury St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Edwina Gray	Howard Road Academy-Firth Sterling & Howard Rd. SE(PCS)	Mattie Redd	7	AM- PM: Nettina Wren
Constance Slade	Howard Road Academy-Howard Rd. & Firth Sterling Rd. SE(PCS)	Mattie Redd	7	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Natasha Broadus	Ketcham-15 th & Good Hope Rd. SE	Mattie Redd	7	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Leslie Barnes	King-Alabama Ave & Randle St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Kevin Steve	King-MLK Ave. & Malcolm X Ave. SE	Mattie Redd	7	AM- PM: Nettina Wren
Gracie Brown	King-MLK Ave. & Randle St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Henry Hansford	KIPP-Stanton & Douglas Rd. SE	Mattie Redd	7	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Cynthia Lane	Leckie-MLK Ave. & Chesapeake St. SE	Mattie Redd	7	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Alberta Pearson	Malcolm X-Alabama Ave & Congress St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Joanne Brinkley	Moten-25th & Alabama Ave.	Mattie Redd	7	AM- PM: Nettina Wren
Cynthia Clark	Patterson-S. Capital & Elmira St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Eula Brinson	Simon-4 th & Mississippi Ave. SE	Mattie Redd	7	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Yolanda Coleman	Simon-Wheeler & Mississippi Ave. SE	Mattie Redd	7	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Vacant	Simon-4 th & Mississippi Ave. SE	Mattie Redd	7	AM- PM: Nettina Wren
Jenita Johnson	Stanton-Alabama Ave & Naylor Rd. SE	Mattie Redd	7	AM- PM: Nettina Wren
Deborah Taylor-Womack	Stanton-25 th & Wagner St SE	Mattie Redd	7	AM- PM:Nettina Wren
Jean Abdul Rashid	Terrell-Wheeler Rd. & Savannah St. SE	Mattie Redd	7	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Vacant	Turner@Green-Morris Rd. & Pomeroy Rd. SE	Mattie Redd	7	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Anna Atkinson	Wilkinson-Stanton Rd. & Pomeroy Rd. SE	Mattie Redd	7	AM- PM: Nettina Wren
Dominique Copeland	Wilkinson-Pomeroy Rd. & Howard Rd. SE	Mattie Redd	7	AM- PM: Nettina Wren
Joyce Brown	Wilkinson-Morris Rd. & Hunter Pl.	Mattie Redd	7	AM- PM: Nettina Wren
Vacant	4 th & Valley Ave SE	Mattie Redd	7	AM- PM: Nettina Wren
NAME	SCHOOL/INTERSECTIONS	LEAD	DISTRICT	SUPERVISOR
Vacant	MLK & Lebarum St. SE	Mattie Redd	7	AM- PM: Nettina Wren
Vacant	Angier Rd & Alabama Ave.SE	Mattie Redd	7	AM- PM: Nettina Wren

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS



SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

Schools Staffed By School Crossing Guards

The table below lists the Schools that are currently being staffed by School Crossing Guards.

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
1.	LaShante Knight	Amidon-Bowen Elementary	401 I St. SW, 20024	202-724-4867	381	1
2.	Carolyn Cobbs	Ludlow-Taylor Elementary	659 G St. NE, 20002	202-698-3244	265	1
3.	Carolyn Albert-Garvey	Maury Elementary	1250 Const. Ave. NE 20002	202-698-3838	220	1
4.	Lavonne Taliaferro-Bunch	Miner Elementary	601 15th St. NE, 20002	202-397-3960	510	1
5.	Vielka Scott	Payne Elementary	305 15th St. NE 20002	202-698-3262	283	1
6.	Terry Dade	Tyler Elementary	1001 G St. SE, 20003	202-939-4810	258	1
7.	Jeffrey F. Grant	Walker-Jones Elementary	1125 N J Ave. NW, 20001	202-939-5934	463	1
8.	Jacqueline Gartrell	Eaton Elementary	3301 Lowell St. NW, 20008	202-282-0103	401	2
9.	Patrick Pope	Hardy Middle School	1819 35 th St. NW 20007	202-729-4350	412	2

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
10.	Dana Nerenberg	Hyde Elementary	3219 O St. NW, 20007	202-724-9055	173	2
11.	Norah Lycknell	Janney Elementary	4130 Albemarle St. NW 20016	202-282-0110	471	2
12.	David Landeryou	Key Elementary	5001 Dana Pl. NW, 20016	202-729-3280	249	2
13.	Gail Lynn	Lafayette Elementary	5701 Broad Branch Rd. NW,20015	202-282-0116	548	2
14.	Dawn Ellis	Murch Elementary	4810 36 th St. NW, 20008	202-282-0130	480	2
15.	Monica Aquirre	Oyster Elementary	2801 Calvert St. NW, 20008	202-671-6130	410	2
16.	Marta Palacios	Bruce-Monroe @ Park View Elementary	3560 Warder St NW, 20010	202-576-6222	332	3

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
17.	Gwendolyn Grant	Cardozo Senior High School	1200 Clifton St. NW, 20009	202-673-7385	839	3
18.	Annie Mair	Cleveland Elementary	1825 8 th St. NW, 20001	202-939-4380	238	3
19.	Veda Usilton	Shaw/Garnett Patterson MS	2001 10 th St. NW, 20001	202-673-7329	322	3
20.	Rembert Seaward	Garrison Elementary	1200 S St. NW, 20009	202-673-7263	316	3
21.	Charles Harden Jr.	Bruce Monroe @Park View Elementary	3560 Warder St. NW 20010	202-576-6222	311	3
22.	LaShada Ham	Raymond Elementary	915 Spring Rd. NW 20010	202-576-6236	362	3
23.	Holly Searl	Ross Elementary	1730 R St. NW, 20009	202-673-7200	150	3
24.	H.Douglas Rice	Seaton Elementary	1503 10 th St. NW, 20001	202-673-7215	407	3

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
25.	Albert DuPont	Thomson Elementary	1200 L St. NW, 20005	202-898-4660	265	3
26.	Harry Hughes	Tubman-Meyer Elementary	3101 13 th St. NW, 20010	202-673-7285	483	3
27.	Gracie Reid	Barnard ES	430 Decatur St. NW 20011	202-576-1100	316	4
28.	Wanda Fox	Brightwood - EC	1300 Nicolson St. NW 20011	202-722-5670	375	4
29.	Richard Rogers	Lasalle/Backus	501 Riggs Rd. NE, 20011	202-671-6340	268	4
30.	Jannette Jhons Gibson	Amos PCS	1300 Allison St. NW 20011	202-723-6867	444	4
31.	Harold Barber	Macfarland Middle School	4400 Iowa Ave. NW 20011	202-576-6207	295	4
32.	Janeece Docal	Powell - ES	1350 Upshur St NW	202-671-6270	292	4
33.	LaShada Ham	Raymond -EC	915 Spring St. NW, 20010	202-576-6236	237	4
34.	Jamie Miles	Shepard ES	7800 14 th St. NW, 20012	202-576-6140	327	4

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
35.	Rikki Taylor	Takoma - EC	7010 Piney Branch Rd. NW 20012	202-671-6050	398	4
36.	Brearn Wright	Truesdell - EC	800 Ingraham St. NW, 20011	202-576-6202	315	4
37.	Andria Caruthers	West ES	1338 Farragut St. NW 20011	202-576-6226	187	4
38.	Nicole Clifton	Whittier EC	6201 5 th St. NW, 20011	202-576-6156	365	4
39.	Donna Pressley	Brookland Bunker Hill	1401 Michigan Ave. NE 20017	202-576-6095	246	5
40.	Mary Weston	Burroughs EC	1829 Monroe St. NE 20018	202-576-6150	247	5
41.	Katie Severn	DC Prep/ <i>Edgewood Camps</i>	701 Edgewood St. NE 20018	202-832-5700	360	5
42.	Victor Reece	Early Childhood Academy PCS	4025 9 th St. SE, 20018	202-610-5780	36	5
43.	Kelvin Moore	Emery EC	1720 1 st St. NE, 20002	202-576-6034	200	5

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
44.	Daniel Neves	Friendship Public Charter School <i>Woodridge Campus</i>	2959 Carlton Avenue. NE, 20018	(202) 635-6500	653	5
45.	Dr. Chole Marshall	Hope Community PCSTolson Campus	2917 8 th Street, NE, 20017	(202) 832-7370	650	5
46.	Margaret Blake	Marshall Education Center	3100 Fort Lincoln Dr. NE 20018	202-576-6900	256	5
47.	Wayne Ryan	Noyes EC	2725 10 th St. NE, 20018	202-281-2580	281	5
48.	Cheryl Taylor	Shaed EC	301 Douglas St. NE 20002	202-576-6052	228	5
49.	Cheryl Warley	Wilson (J.O) ES	660 K St. NE, 20002	202-698-4733	319	5
50.	Rashida Waters	Brown/Young	850 26 th St. NE, 20002	202-671-6210	313	5
51.	Irina Malykhina	Aiton ES	533 48 th Pl. NE, 20019	202-724-4627	453	6
52.	Shavon Pegues/Monica	Arts & Technology	5300 Blaine ST NE 20019	202-398-6811	615	6

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
	Jones					
53.	Gwendolyn Payton	Beers ES	3600 Alabama Ave. SE 20020	202-645-3240	328	6
54.	Donnie Rutledge	Burrville	801 Division Ave. NE 20019	202-724-4598	419	6
55.	Tiffany Clemons	CW Harris	301 53 rd St. SE 20019	202-645-3188	355	6
56.	Maisha Riddlesprigger	Davis ES	4430 H St. SE 20016	202-729-4340	287	6
57.	Kimberly Davis	Drew ES	5600 Eads St. NE 20019	202-724-4922	319	6
58.	Charlotte Watkins	Houston ES	1100 50 th Pl. NE 20019	202-724-4622	303	6
59.	Fatima Johnson	Kenilworth ES	1300 44 th St. NE 20019	202-724-4643	263	6
60.	Sheila West Miller	Kimball ES	3375 Minnesota Ave. SE 20019	202-645-3150	341	6
61.	Kwame Simmons	Kramer MS	1700 Q St. SE 20020	202-939-3150	343	6

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
62.	Azalia Hunt-Speight	Luke Moore Academy	1001 Monroe St. NE 20017	202-281-3600	306	6
63.	Kim Burke	Nalle ES	219 50 th St. SE 20019	202-645-7300	421	6
64.	Christopher F. Gray	Plummer ES	4601 Texas Ave. SE 20019	202-645-3176	283	6
65.	Sheron Colston	Randle Highlands ES	1650 30 th St. SE 20020	202-729-3250	439	6
66.	Shannon Foster	River Terrace ES	420 34 th St. NE 20019	202-724-4589	246	6
67.	Shannon Feinblat	Smoothers	4400 Brooks St. NE 20019	202-724-4640	210	6
68.	Caroline John	Stanton ES	2701 Naylor Rd. SE	202-645-3255	415	6
69.	Ruth N. Barnes	Thomas ES	650 Anacostia Ave. NE 20018	202-724-4593	320	6
70.	Caroline John	Excel Academy @ Birney	2501 MLK Ave. SE 20020	202-373-0097	329	7
71.	Charles Royster	Choice Academy	1200 Clifton St. NW 20009	202-673-7385	27	7

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
		MS/SH				
72.	Sharron Stroman	Ferebee- Hope ES	3999 8 th St. SE 20032	202-645-3100	277	7
73.	Angela Tilghman	Garfield ES	2435 Alabama Ave. SE 20020	202-698-1600	344	7
74.	Robert Gregory	Turner @Green	1500 Mississippi Ave. SE 20032	202-645-3470	268	7
75.	Billy Kearney	Hart Middle School	601 Mississippi Ave. SE 20032	202-645-3420	535	7
76.	Sean Davis	Hendley ES	425 Chesapeake St. SE 20032	202-645-3450	242	7
77.	Theresa Alexis-Williams	Jackie Robinson Center	821 Howard Rd. SE 20020	202-698-2343	43	7
78.	Pamela Ranson	Johnson Junior High School	1400 Bruce Pl. SE 20020	202-698-1017	400	7
79.	Tandi Taylor	Ketcham ES	1919 15 th St. SE 20020	202-698-1122	328	7
80.	Valoria Baylor	King ES	3200 6 th St. SE 20032	202-645-3440	384	7

SCHOOLS STAFFED BY SCHOOL CROSSING GUARDS

	PRINCIPAL	SCHOOL	SCHOOL ADDRESS	PHONE	NUM OF STUDENTS	DISTRICT
81.	Jermal Wright	Leckie ES	4201 MLK Ave. SW 20032	202-645-3330	312	7
82.	Margaret Stephens-Aliendre	Moten @ Wilkerson	2330 Pomeroy Rd, SE 20020	202-698-1111	237	7
83.	Clementine Homesley	Patterson ES	4399 South Capital Terr. SW 20032	202-939-5280	328	7
84.	Adelaide D. Flamer	Simon ES	401 Mississippi Ave. SE 20032	202-645-3360	324	7
85.	Alexandra Pardo	Thurgood Marshall Academy PCS	2427 Martin Luther King Jr. Ave., SE	(202) 563-6862	360	7

References

- Arizona Handbook for Adult Crossing Guards, City of Pheonix and AAA Arizona
- Florida School Crossing Guard Training Guidelines, Florida Department of Transportation, Safety Office and Florida School Crossing Guard Task Force.
http://www.dot.state.fl.us/Safety/ped_bike/brochures/pdf/CrossingGuardTrainingGuidelines2008.pdf
- Manual on Uniform Traffic Control Devices for Streets and Highways, part 7 Traffic Controls for School Areas. US DOT, FHWA, 2003. <http://mutcd.fhwa.gov>
- Manual on Uniform Traffic Control Devices 2003: California Supplement.
- North Carolina School Crossing Guard Program
- Traffic Safety for School Areas Guidelines, Arizona Department of Transportation, 2003.
http://www.azdot.gov/highways/traffic/standards/School_Safety/Schoolsafety.pdf
- AAA Foundation. <http://www.aaafoundation.org/>
- National Center for Safe Routes to School. <http://www.saferoutesinfo.org/>
- National Highway and Traffic Safety Administration (NHTSA).
<http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes-2002/>

APPENDIX A

GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION TRAFFIC OPERATIONS ADMINISTRATION

TRAFFIC OPERATIONS DIVISION

STANDARD OPERATING PROCEDURES

School Crossing Guard & Safety Technicians

Procedures for Calling Out / Tour of Duty

Step 1

WHEN CALLING OUT

It is imperative that you call out two hours prior to your tour of duty. This gives the Program the opportunity to provide coverage for the post that you are calling out. This process also allows the Administrative Staff, Supervisors and the Lead Guards the opportunity to plan deployments for the day.

Step 2

NUMBER TO CALL

Call 202-671-2650

When leaving a message on the voice mail you should leave **all** of the following:

8. Identify yourself (*your first and last name*)
9. The district in which your post is in (1st, 2nd, 3rd, 4th, 5th, 6th or 7th)
10. Your post (*the intersection you work at*)
11. Whether you are going to be out for the am tour, pm tour, or all day
12. The type of leave you are taking (**scheduled or unscheduled sick, scheduled or unscheduled annual**). NOTE: ***Please read the Section 1229 below to review the leave policies from the District of Columbia Personnel Manual.***
13. State a clear justification as to why you are calling out
14. Leave a contact number where you can be reached if needed

1229 ANNUAL LEAVE, SICK LEAVE, LEAVE WITHOUT PAY, AND ABSENCE WITHOUT LEAVE—GENERAL

1229.1 The minimum charge for annual leave, sick leave, leave without pay, and absence without leave shall be one (1) hour, and additional charges shall be in multiples thereof.

1229.2 Scheduled leave (annual, sick, or leave without pay) shall be leave that is requested, approved, and scheduled prior to the end of the workday immediately preceding the day of such leave.

1261.5 An agency may grant funeral leave only from a prescribed tour of duty, including regularly scheduled overtime, from a period during which, except for absence on funeral leave, the employee would have worked.

APPENDIX B

Schedule for School Crossing Guard Staff Meetings

Location	SCG District	Time	Date
First District Police Station	1 st	11AM – 1PM	Monthly
Second District Police Station	2 nd	11AM – 1PM	Monthly
Third District Police Station	3 rd	11AM – 1PM	Monthly
Fourth District Police Station	4 th	11AM – 1PM	Monthly
Fifth District Police Station	5 th	11AM – 1PM	Monthly
Sixth District Police Station	6 th	11AM – 1PM	Monthly
Seventh District Police Station	7 th	11AM – 1PM	Monthly

MARCH APRIL		SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2	ATL	ATL
3	ATL	4	5	FLA	6	FLA	7	FLA
10	NYM	11	12	PHI	13	PHI	14	PHI
17	MIL	18	19	STL	20	STL	21	STL
24	PIT	25	26	NYM	27	NYM	28	NYM

MAY		SUN	MON	TUE	WED	THU	FRI	SAT	
1	SF	2	SF	3	PHI	4	PHI	5	PHI
8	FLA	9		10	ATL	11	ATL	12	ATL
15	FLA	16	PIT	17	PIT	18	NYM	19	NYM
22	BAL	23	MIL	24	MIL	25	MIL	26	
29	SD	30	PHI	31	PHI				

JUNE		SUN	MON	TUE	WED	THU	FRI	SAT
					1 PHI ● 1:05 pm	2 ARI ● 9:40 pm	3 ARI ▲ 9:40 pm	4 ARI ▲ 8:10 pm
5 ARI ▲ 4:10 pm	6 SF ▲ 10:15 pm	7 SF ▲ 10:15 pm	8 SF ● 3:45 pm	9 SD ● 10:05 pm	10 SD ▲ 10:05 pm	11 SD ▲ 8:35 pm		
12 SD ▲ 4:05 pm	13	14 STL ● 7:05 pm	15 STL ● 7:05 pm	16 STL ★ ● 7:05 pm	17 BAL ★ ● 7:05 pm	18 BAL ★ ● 1:05 pm		
19 BAL ● 1:35 pm	20	21 SEA ♡ ● 7:05 pm	22 SEA ♡ ● 7:05 pm	23 SEA ♡ ● 1:05 pm	24 CWS ● 8:10 pm	25 CWS ● 4:10 pm		
26 CWS ● 2:10 pm	27 LAA ● 10:05 pm	28 LAA ▲ 10:05 pm	29 LAA ▲ 7:05 pm	30				

JULY		SUN	MON	TUE	WED	THU	FRI	SAT
							1 PIT 7:05 pm	2 PIT 7:05 pm
3 PIT 1:35 pm	4 CHC★ 1:05 pm	5 CHC 7:05 pm	6 CHC 7:05 pm	7 CHC★ 7:05 pm	8 COL 7:05 pm	9 COL 7:05 pm		
10 COL 1:35 pm	11 ALL-STAR BREAK	12	13	14	15 ATL 7:35 pm	16 ATL 7:10 pm		
17 ATL 1:35 pm	18 HOU 8:05 pm	19 HOU 8:05 pm	20 HOU 2:05 pm	21	22 LAD 10:10 pm	23 LAD 10:10 pm		
24 LAD 4:10 pm	25	26 FLA ♡ 7:05 pm	27 FLA ♡ 7:05 pm	28 FLA 12:35 pm	29 NYM★ 7:05 pm	30 NYM★ 7:05 pm		
31 NYM 1:35 pm								

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	1 ATL 7:05 pm	2 ATL 7:05 pm	3 ATL 1:05 pm	4 COL 8:40 pm	5 COL 8:40 pm	6 COL 8:10 pm
7 COL 3:10 pm	8 CHC 8:05 pm	9 CHC 8:05 pm	10 CHC 8:05 pm	11	12 PHI 7:05 pm	13 PHI 7:05 pm
14 PHI 1:35 pm	15	16 CIN 7:05 pm	17 CIN 7:05 pm	18 CIN 7:05 pm	19 PHI 7:05 pm	20 PHI 7:05 pm
21 PHI 1:35 pm	22 ARI 7:05 pm	23 ARI 7:05 pm	24 ARI 7:05 pm	25 ARI 7:05 pm	26 CIN 7:10 pm	27 CIN 7:10 pm
28 CIN 1:10 pm	29	30 ATL 7:10 pm	31 ATL 7:10 pm			

SEPTEMBER									
SUN	MON	TUE	WED	THU	FRI	SAT			
				1 ATL 7:10 pm	2 NYM 7:05 pm	3 NYM 7:05 pm			
4 NYM 1:35 pm	5 LAD 1:05 pm	6 LAD 7:05 pm	7 LAD 7:05 pm	8 LAD 1:05 pm	9 HOU 7:05 pm	10 HOU 7:05 pm			
11 HOU 1:35 pm	12 NYM 7:10 pm	13 NYM 7:10 pm	14 NYM 7:10 pm	15 NYM 1:10 pm	16 FLA 7:05 pm	17 FLA 7:05 pm			
18 FLA 1:35 pm	19	20 PHI 7:05 pm	21 PHI 7:05 pm	22 PHI 7:05 pm	23 ATL 7:05 pm	24 ATL 1:05 pm			
25 ATL 1:35 pm	26 FLA 7:10 pm	27 FLA 7:10 pm	28 FLA 4:10 pm	29	30				

HOME AWAY PRIME GAME VALUE GAME

GAME SCHEDULE AND TIMES SUBJECT TO CHANGE

Local TV MASN-HD MASN2-HD DC50-HD FOX

APPENDIX C

APPENDIX D

DDOT/TOA CODE OF CONDUCTS

NO EMPLOYEE SHALL ENGAGE IN CONDUCT UNBECOMING AN EMPLOYEE OF THE DEPARTMENT OR PREJUDICIAL TO THE BEST INTEREST OF, OR TENDING TO BRING INTO DISREPUTE THE DEPARTMENT OR THE DISTRICT OF COLUMBIA. ANY VIOLATION OF THE FOLLOWING DISCUSSED RULES MAY BE CONSIDERED GROUNDS FOR DISCIPLINARY ACTION.

I. CODES OF CONDUCT-A

1. Unauthorized Privileges (going to see a movie during working hours.)
2. Outside Vocations (being late each morning due to working another job.)
3. Intoxication (making adverse decisions while under the influence of excessive liquor.)
4. False entries (changing tag number on Parking Ticket assigned to another vehicle.)
5. Disobeying Orders (fail to direct traffic as assigned by supervisor.)
6. Unauthorized deployment (assigning employees to work on your house during regular government hours.)
7. City Property (selling office supplies for profit.)
8. Observation of Subordinates (while purchasing illegal drugs and not reporting it.)
9. On duty Performance of Job (working portion of entire tour of duty.)
10. Shopping (purchasing personal groceries while on duty.)
11. Personal Conditions While Working (being at work with a known contagious disease.)
12. Changes of personal status (fail to report marriage to personnel.)

13. Name and badge number (fail to give name and badge number when asked from a citizen.)
14. Accidents or Incidents (not reporting to supervision.)
15. Consumption of Alcohol or Drugs on duty (allowing children to cross street when traffic is not clear and causes an accident..)
16. Entering Bars (purchasing items from while on duty.)
17. Gamble (playing poker or betting on horses while on duty.)
18. Chain of Authority (reported incident to director and skipped personal supervisor.)
19. Performance of assigned duties (fail to report to assigned school.)
20. Uniforms and Equipment (wearing sports decal on hat and uniforms.)
21. On Duty Appearance (report to duty in wrinkle and dirty uniform.)
22. Illegal on duty activities (having unauthorized party.)
23. Departments (DDOT'S) Personal Information (giving out unannounced information to citizens.)
24. Traffic Laws (driving government vehicle in a reckless manner.)

APPENDIX E

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Transportation



SCG Administrative Office

DEPARTMENT OF TRANSPORTATION ADMINISTRATIVE ISSUANCE

DATE: June 1,

2010

SUBJECT: Revised Cell Phone Acquisition and Usage

The following policy shall govern the use and issuance of all District Department of Transportation (DDOT) cellular telephones. The provisions below are applicable to all DDOT employees.

Cellular Policy – Overview

The nature of DDOT's work requires a high degree of mobility for many employees. This mobility often requires employees who rely on the use of cellular telephones as a primary means of communication. Additionally, it is often difficult to communicate with employees who may be assigned to work sites where landline telephones are not readily available. DDOT will only issue cellular telephones to personnel whose positions require immediate availability and/or require off-site communications ability. Personnel currently assigned cell phones who do not meet the aforementioned criteria will be notified and required to submit justification for retention. In general, office-based administrative staff will not be issued government cellular phones. DDOT personnel with cellular phones will reimburse District Government for personal usage of government cell phones and for lost, damage, or destroyed cellular phone equipment.

Driving and Use of Cellular Phones

- DDOT employees shall comply with the Distracted Driving Safety Act of 2004 which details restrictions on cell phone use while driving. Employees who do not comply with this law will be required to turn in their phone.
- **All DDOT issued phones shall remain on 24 hours a day and 7 days a week.**

Policy Enforcement

- Each employee with a cell phone will receive a copy of this policy as a requirement for continued use of the cell phone. A signed copy must be forwarded to OITI within 5 business days of receipt of the signed policy agreement by OITI affirms that you have read and understand the guidelines
- Employees who leave the service of DDOT are required to reset passwords, return cell phones and any provided accessories such as charger, case, phone belt clip, extra batteries, hand free devices, ect. to the Supervisor of the SCG Branch Administrative Office located at the Reeves Building before they leave.
- Employees who leave the service of DDOT and fail to provide cell phones will have their final paycheck and accrued annual leave held until their financial obligations have been met.
- After 30 days the cell phone charges will be deducted from the monies to be paid to the employee.

Financial Responsibility for Damage, Lost or Stolen Equipment

- Signing DDOT's policy statement holds the employee financially accountable for all cellular telephone equipment assigned to them.
- The employee whose phone is lost, physically damaged or destroyed will reimburse DDOT the cost to repair or replace the equipment unless the loss or damage is through no fault of their own.
- Staff will be required to submit a police report for all stolen equipment. If stolen equipment is not reported to the police, staff will be held financially liable for said equipment.
- Payments will be made by submitting the appropriate reimbursement amount to the DC Treasurer via check or money order. Checks or money orders must be taken to the SCG Administrative office for processing before a replacement cellular telephone can be issued.

Effective Date

This policy is effective immediately regarding use and distribution of cell phones by the SCG Branch.

Dena Thweatt
Program Manager

Date

My signature below affirms I have read and understand the guidelines stated herein.

Date	
Title	
Administration	DDOT/TOA/SCG
District	
Supervisor Name	

[Print Name]

[Signature]

[Direct Connect Number]

APPENDIX F

GOVERNMENT OF THE DISTRICT OF COLUMBIA

District Department of Transportation
Traffic Operations Administration
School Crossing Guard Branch



MEMORANDUM

DATE: August 17, 2010
TO: Safety Technicians
FROM: DDOT-TOA-SCG Administrative Office
RE: **Uniform Policy and Distribution**
CC: All Staff

Uniform Policy and Distribution Procedures

- A. Effective immediately, all employees who have been issued work related uniforms are required to wear them during their scheduled tour-of-duty. Your uniform must be worn in its entirety and in a professional manner. This mandate is in accordance with Article 20, Section A of the Collective Bargaining Agreement.
- B. All TOA uniforms will be issued from the warehouse. With Associated Directors approval, Division Managers will identify their employee's uniform needs and will notify the warehouse staff or COTR of these requirements. Afterwards, employees will be scheduled a date to be measured and fitted by the contractor (Alpine) and the warehouse staff or COTR will subsequently procure uniform items.
- C. Once the uniform is issued, the employee will sign the issuance receipt documentation and return a copy to their manager or supervisor and the

warehouse staff will update their inventory to reflect the transaction, and maintain a signature copy in their voucher book (See Appendix 3.12). The warehouse staff will also revised their computer spreadsheets to track who received what, when, and how much on an employee's uniform profile.

- D. When employees are terminated or separated from government employment, they are required to return their uniforms to the warehouse prior to receiving their final pay check. Should an employee fail to return badges and/or uniforms, DDOT shall deduct the cost of any such item from the employee's final paycheck according to the current Collective Bargaining Agreement.